

AICP Employment Verification Letters

Applicants for the AICP examination must submit verifications for each job and degree listed in the online application. Employment verification letters are used to verify the professional planning experience claimed by the applicant in the online application.

Employment Verification Letter Requirements:

A valid employment verification letter:

- Written by an immediate supervisor, principal of the firm, or human resources department
- Printed on company/department letterhead
- Signed by the letter writer
- Dated (includes the date the letter was written)
- Includes the name, title, and phone number of the letter writer

Each employment verification letter must include the applicant's:

- Name
- APA ID number (provided to the employer by the applicant)
- Position/title
- Dates of full-time employment (e.g. February 2000 through November 2005)
- Dates of part-time employment (if applicable) and what is considered part-time (e.g. 20 hours per week)
- A brief summary of the applicant's duties as a professional planner (1-2 paragraphs)

Additional Employment Verification Letter Requirements:

- Letters verifying multiple positions at the same company must address each position separately (i.e. position/title, dates of employment, and summary of duties).
- Letters verifying intern experience must confirm that the work was not part of coursework for academic credit or a grade, and that the work was not part of the applicant's degree requirements.
- Additional information may be required. Please see the [Exam Candidate Bulletin](#) for full details.

The original hard-copy of all employment verification letters should be provided to the applicant. Applicants have the ability to upload a PDF of the original printed letter through their [Application Status](#) page after submitting the online application. Letters will not be accepted via post mail, e-mail or fax.

Please note: Letters *should* be uploaded by the applicant on the date that the online application is submitted, but letters *must* be uploaded **no later than** the final application deadline. Applications are not considered complete (and thus not reviewed) until all verification documents are received. We strongly encourage applicants to upload verification letters immediately after the online application is submitted.

This section to be completed by the applicant as a reference for the employer:

Name: _____ **APA ID:** _____

Company name: _____

Applicant's title(s): _____

Supervisor's name: _____

Application to be submitted on: _____ (Letter should be provided to the applicant by this date).

Final application deadline: _____ (Letters uploaded by the applicant after this date may not be accepted).

*** A sample employment verification letter is included on the next page.



July 18, 2010

RE: **John Smith (APA ID 123456)**
AICP Exam Employment Verification Letter

Employer: American Planning Association
Position: Planning Intern
Full-time: January 2003 – December 2004
Part-time: July 2002 – December 2002 (20 hours per week)

Summary: In his capacity as a Planning Intern at APA, John provided support to a team of community planners. He assisted staff in collecting and preparing data for various planning projects. He conducted field work, collected parcel data and searched land records. He prepared maps and planning reports of limited complexity. He produced sketches and renderings of limited complexity. He assisted planning staff at community meetings. He researched funding sources and wrote grant proposals. He conducted basic office functions as needed, such as data entry, file management, and customer service.

John's work for APA was not completed for academic credit and was not part of coursework for a grade, nor was it part of John's degree requirements.

Employer: American Planning Association
Position: Senior Planner
Full-time: January 2005 – December 2005

Summary: As a Senior Planner at APA, John performed advanced professional work related to a variety of planning assignments, managed complex planning studies, development applications and reviewed consultant proposals. He reviewed and processed complex comprehensive plan amendments, rezonings, annexations, site plans, and plats. He developed project budgets, administered bidding processes, verified contract expenditures and compliances. He conducted research and prepared statistical reports on land use, physical, social and economic issues. He provided professional planning assistance to member communities on varied land use projects. He developed transportation plans, studies and analyses on a regional basis. He worked in regional program areas relating to natural/water resources planning, community development, hazard mitigation, and coastal zone management. He performed field inspections to gather data relevant to the development review process and to verify that development projects comply with approved plans. He scheduled and conducted meetings with advisory boards and elected officials. He presented reports and other findings to staff, Planning and Zoning Boards, and Councils and served as a liaison to such committees. He also supervised junior planners within the organization.

I served as John's direct supervisor both while he was employed as a Planning Intern and as a Senior Planner at the American Planning Association. John was a diligent and dependable employee and a valuable asset to our organization. Please feel free to contact me with any questions.

Sincerely,

Jane C. Doe
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